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Date: February 18, 2018
To: Mayor and Council
Author: Jennifer Galea, Human Resources Manager
RE: Revised Job Description Manger of Municipal Services
Report No.: CS-2018-08

AIM

Obtain Council approval of the Manager of Municipal Services job description.

BACKGROUND

The current job description of file for the Manager of Municipal Services was approved and created in September 2016. No revisions or amendments have been made since its approval.

DISCUSSION

In anticipation of advertising the vacant position, the Director of Municipal Services and Chief Administrative Officer completed a review of the existing job description (attached as Appendix 'A'). The proposed changes (attached as Appendix "B") recognize the current tasks associated with the position and emphasize the managerial aspect of the role.

The Personnel Committee has reviewed and approved the revised job description at the Personnel Committee meeting on February 16, 2018.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

There are no financial costs associated with revising the job description.

CONSULTATIONS

Andrew Plancke, Director of Municipal Services
Peggy Van Mierlo-West, Chief Administrative Officer
Personnel Committee

RECOMMENDATION

That Council approve the revised Manager of Municipal Services job description.

Jennifer Galea

Jennifer Galea, CHRL
Human Resources Manager

Jennifer Astrologo

Jennifer Astrologo, B.H.K. (hons), LL.B
Director of Corporate Services/Clerk

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer